
Sergeant At Arms

Allocated minutes	1:00	1:30	2:00
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Purpose

Sets the scene and the mood for the meeting - especially greeting guests, making sure they have a buddy for the meeting and providing good background info of the Toastmaster of the day.

As Sergeant At Arms you are responsible for setting up the room, welcoming guests and getting the equipment ready for the morning's meeting. You also call the meeting to order at 7:00am sharp and introduce the Toastmaster, plus call the meeting back to order after the break.

It is also your responsibility to ensure that everything is tidied up and packed away once the meeting is finished. It can be a busy time, both at the start and finish. Generally people will jump in to help you, but do ask for help and delegate tasks if necessary.

Week prior to the meeting

1. **Contact** the Toastmaster to get information for a short introduction
2. There is one **keycard** to be passed on from previous week's S-at-A to enter the venue.
3. Under the Covid protection framework we need to scan vaccine passes, so please **download** the NZ Pass Verifier app from Google Play or Apple Play store. It is free and simple to use

Before the meeting on the day

1. **Arrive Early**
Arrive at the venue ½ an hour before the meeting starts or as soon as the doors open.
2. **Building Access**
Swipe the card over the digital keypad to the right of the doors to get into the building, and the keypad by the door of the Imagetech theatre to access the room.

If you are unable to do this or did not receive the access card the week prior*, please find someone to help prior to the day of the meeting. (SAA of the Committee and the Club President also hold swipe cards to get into the venue).

It is helpful and more welcoming if you can organise another member to stay by the door to swipe in members and visitors so that you can concentrate on setting up the room.

*You can ring venue security on 027 540 8076 and someone will let you in

3. **Equipment**

The equipment suitcase, banner, lectern and timing lights are stored in a locked room directly across from the Security Office, (which is just down past the cafe on your left). You will need to collect the key from the Security Office. If you are unsure where or what equipment belongs to Boaters, ask another member to help you

Here you will find:

- Boaters suitcase
- Banner & Lectern Stand
- Outdoor Signage (Sandwich Board)

4. **Entrance and Name Badges**

Put the Sandwich Board outside the Imagetech room. Then focus on setting up the guestbook and members badges so you can greet them at the door.

If other members arrive before you've finished the room set up, ask them to help. Don't be afraid to delegate but double check if everything has been done correctly.

5. **Room Setup**

- Set the timing lights up in the middle of the back row.
- Set up the lectern. The base and top can be found in the suitcase, while the support can be found with the club banner
- The club banner can be hung from the clock at the front of the room.

If you have time, please check with the Tech/Zoommaster if they require assistance

6. Greet new guests at the door

- Encourage visitors and members to sign in with the COVID app
- Make sure new guests sign the visitor book (you find this in the suitcase)
- Take down the names of any guests, and anyone who is joining us online via Zoom - you will read these out shortly in your opening
- Introduce the visitor to a member to buddy them for the meeting (to explain what is happening, to sit next to them and to answer any questions they may have)

Opening the meeting

- Give a 5 minute / 1 minute warning before the meeting starts
- Call attention to the room when the meeting is ready to start - always start on time
- Welcome everyone to the room. Acknowledge any guests by name, and anyone - guests or members - who are joining via Zoom
- Remind the audience to set their mobile phones to silent
- If we have guests, advise them of the bathroom facilities and emergency meeting points (located out in the car park), and any Covid Level or other specific requirements
- Provide a warm, welcoming introduction for the Toastmaster

Intermission

- Coordinate with the timer when it is time to restart the meeting. Provide a 1 minute before the end of the break
- Call to attention when the meeting starts. Give a reminder to the audience to help pack up the equipment at the end of the meeting
- Introduce the Toastmaster

After the meeting

- Pass the swipe card onto the next meeting's Sgt at Arms, show them where the suitcase is stored, and show them how the door system works.
- Advise the next Sgt At Arms of this instruction sheet
- Pack away all the equipment you had previously set up at the start of the meeting
- Remember to collect the badges from all members & bring
- Bring in the sandwich board from outside
- Give a final check of the room to ensure that no one has left any possessions behind
- Return all the gear to the storage room